



**ENGLAND
FOOTBALL**

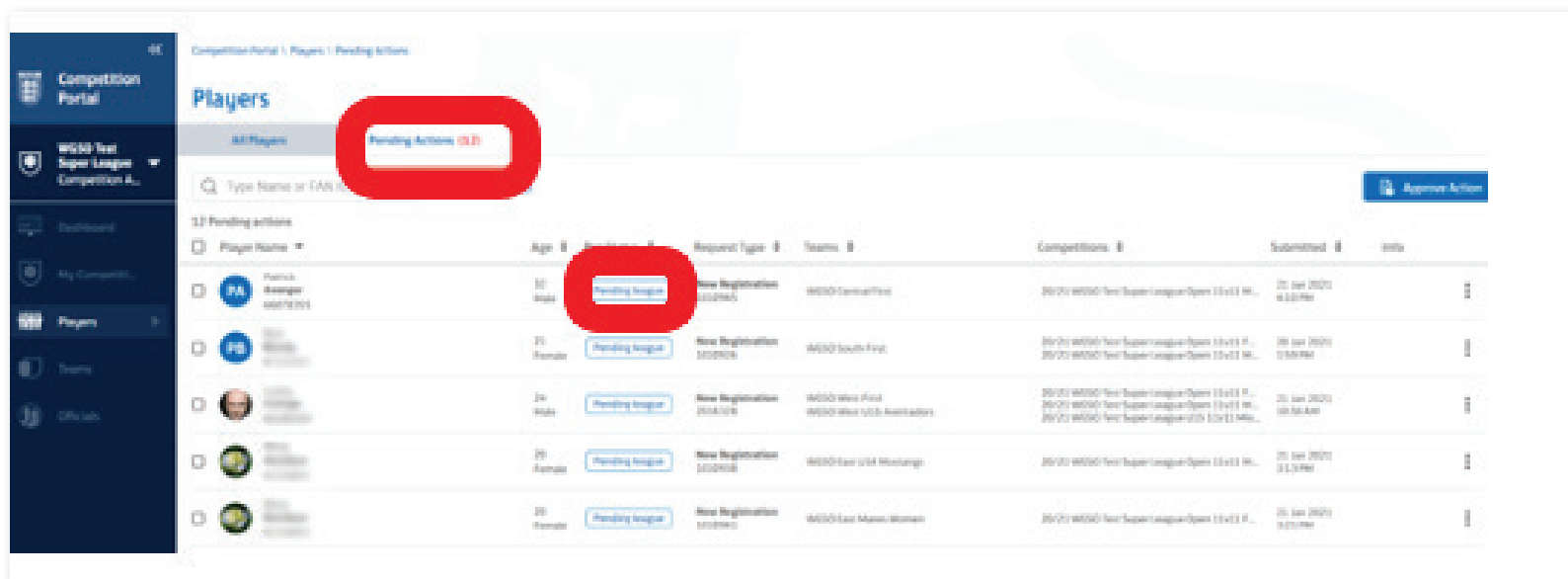
HOW TO APPROVE OR REJECT A REGISTRATION

'ONE LINCOLNSHIRE COMMUNITY, UNITED AND INSPIRED BY THE POWER OF FOOTBALL'

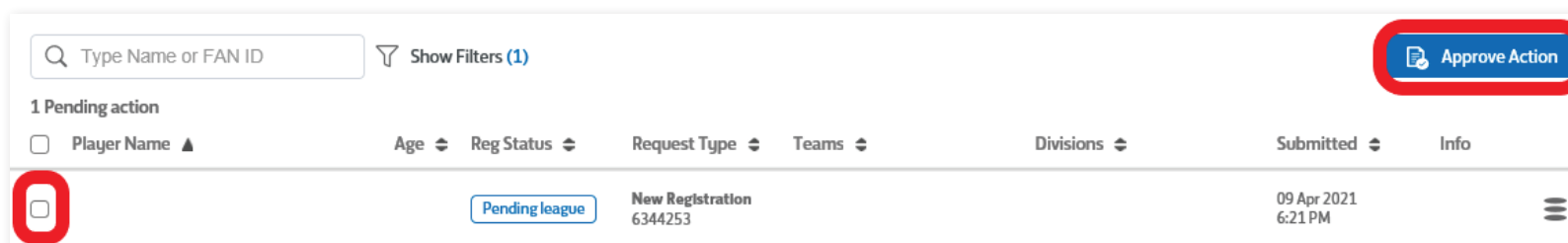


APPROVING A REGISTRATION

Step one - Click on Pending Actions, this will show all the players that have been submitted to be registered for their teams.



Step Two - Select the tick box next to the participant's name then click "Approve Action"





Step Three - This will then allow you to back date the players registration before approving it. Do this by clicking on the calendar icon and selecting the date you wish to back date too.

When ready to approve, click Confirm Registration.

A screenshot of a web application dialog box titled 'CONFIRM APPROVAL'. The dialog has a dark blue header with a close button (X) in the top right corner. The main content area is white and contains a document icon with a green checkmark. Below the icon, the text reads 'Do you wish to Confirm Registration for:'. Further down, it says 'If required you can backdate the start of this registration below:'. There is a text input field labeled 'REGISTRATION START DATE' containing the date '21/01/2021'. To the right of the input field is a calendar icon, which is circled in red. At the bottom of the dialog, there are two buttons: a white 'CANCEL' button and a dark blue 'CONFIRM REGISTRATION' button, which is also circled in red.



Step Four - The player will now show as a registered player in the correct team

Player Name ▲	Age	Status	Registered Teams	Pending Teams	Suspensions
	63 Male	Registered			

REJECTING A REGISTRATION

Step one - To reject the player, select the player from the pending action screen and click on the reject button.

NEW REGISTRATION #1010950 PENDING LEAGUE

Consent [checked] Team Assigned [checked] ID Verified [checked] Player Info [unchecked]

Date Submitted: 21 Jan 2021 @ 5:57 PM Submitted By: Martin Wood

Reject Approve



Step Two - You will need to give a reason by selecting an option from the default reasons or enter your own reason in the specific rejection reason box. Confirm that you are rejecting this player.

REJECT NEW REGISTRATION

Are you sure want to reject this pending action?

If so, please provide a reason for rejection. You can select from the reasons below and/or type your reason

DEFAULT REASON
Select reason

SPECIFIC REJECTION REASON
Enter rejection reason

CANCEL **REJECT REGISTRATION**

Step Three - This will turn the player to red and show a rejected status.

REGISTRATION REJECTED You have selected consent offline. Please request consent (via email) through the Club Portal

NEW REGISTRATION #1010950 **REJECTED**